

## Chapter 15

### Collect and Maintain School Information

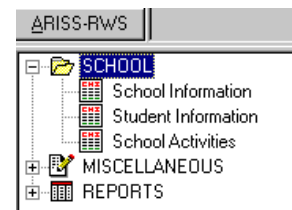
#### 15-1. General.

a. Within ARISS you are able to maintain records about all the schools assigned to you. Being able to collect and maintain school information is critical for your mission accomplishment. You will learn how to document and add information to your School Information records.

b. The following steps will show you how to collect and maintain school information:

- (1) Locate school information records.
- (2) Enter faculty information.
- (3) Add school information.

c. You first need to locate the School Information records in the ARISS application. You will find this either from the main screen or when you have a record opened. In order to access your ARISS school menu information, click on the **ARISS-RWS** tab and then click on **SCHOOL** from the menu tree. Under the **SCHOOL** menu, there are three options. We will first focus on adding information to your existing **School Information** and will discuss the other options in other chapters. You can access this by clicking **School Information** now.



**15-2. Locate school information records.** Take a moment to review the **School Information** record. ARISS will automatically default to the first alphabetically listed school in your ZIP Code area. The information you need regarding a faculty contact is minimal and the rewards for maintaining this contact can be essential to your HS recruiting efforts. A lead can come from anyone within a school. Teachers, deans, principals, counselors, and coaches have exposure to an entire student body and potentially, your next lead. You will notice that there are certain fields that are grayed out and you cannot make any changes. If you notice any errors contact your chain of command. These changes will need to be made in an ARISS application called Force Structure Address and ZIP Code Realignment (FAZR) at Headquarters, United States Army Recruiting Command. The other fields are available for you to add faculty and school information.

#### 15-3. Enter faculty information.

a. To add **Faculty** data, start by clicking the **Title** drop-down arrow. You can see some of the options available here. Even a **NEWSPAPER EDITOR** can be a good contact. In this example, you know they have hired a new counselor at Housatonic Valley Reg HS.

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Go ahead and click on **COUNSELOR** designating the faculty member's title. Now that you've inputted the new counselor's title, you need to enter in his or her name and telephone number.

b. Notice in the **Country CD** window, there is a 011 number listed. That number is the **Country CD** for the United States and ARISS will automatically default to that number for you. However, you must type in the three-digit area code and seven-digit telephone number. Do not type a dash symbol in the telephone number, the application will automatically put one in after the third number. If you have the contact's **Email** address, make sure to enter it.

Faculty

Title	Last Name		First Name	
COUNSELOR	Houston		Hal	
Country CD	Area CD	Phone	Email	
011		-		

Faculty

Title	Last Name		First Name		Insert Add Delete
COUNSELOR	Houston		Hal		
Country CD	Area CD	Phone	Email		
011	303	342-1234			

c. Once you have entered this counselor's data, you need to add additional faculty members. To do this, right click in the **Faculty** box. A box will appear allowing you to **Insert**, **Add**, or **Delete**. You can click on **Add** to con-

tinue with the other faculty members. Remember that you can **Delete** a faculty member when they depart. Take the time and make sure all faculty members are entered for each school. A scroll bar will appear after you have entered more than one faculty member.

### 15-4. Add school information.

a. School population refers to class sizes for the freshman to senior grades, whether or not they have taken the ASVAB test, number enlisted, and active duty DEP and USAR DTP goals.

b. ARISS will default to the current **Academic Year**. **Info Released** indicates if the school releases directory information to the recruiter. The system will automatically default to "Yes." However, if the answer is "No," you may click the drop-down arrow and select "No" as your response. The next set of blocks indicates the male and female population of each grade, senior through freshman. You can get this information from your school. This drop-down arrow is used to note if your school has administered the SASVAB. You can select **Yes** or **No**. If the school has tested or was scheduled to test, you will complete the **SASVAB Date** and the **SASVAB Service** which is responsible to administer the test. You can obtain this information from your Rctg Bn education services specialist. You will also complete the number of **SR Tested** and **JR Tested**. For the DEP your Rctg Co commander will assign your DEP goal. Enter this number in the **DEP Goal** field. The **DTP Goal** field refers to individuals that have enlisted in the USAR and are waiting for basic training. You will notice that the **Total Enlisted** field is grayed out. The number of enlisted will automatically populate when the status on your records change to enlisted.

Academic Info

Year	Released	SR	JR	SO	FR	SASVAB	SASVAB	SASVAB	SR	JR	Total	DEP	DTP
2002		M	F	M	F	M	F	M	F	M	F	Enlisted	Goal

c. As you enter data for the other academic years, a scroll bar will appear to the right of the screen allowing you to review current and past school data.

d. Now that you have entered all of the school faculty members and school information for your schools, all that is left is to save your work. By now you should be familiar with saving your changes, but if you are not, click on **File** on the menu bar and click **Save**. You can either click on **Close Record** to return to the ARISS main screen or click on **Open** to go to the **Find** screen.

✓ Remember a list of students will be automatically transmitted to your laptop from the ARISS TOS through replication after that school has been administered the SASVAB. There is no reason to manually build these leads.